

(Continuing Education Units)

Information for Approved Providers

January 2003
Montana Office
of Public Instruction

Board of Public Education Chapter 57 Teacher Certification Sub-Chapter 1

Administrative Rules of Montana

http://www.opi.state.mt.us/ARM/index.html

Information about Renewal Units

(Continuing Education Units)

ARM 10.57.215 Renewal Requirements

• 60 units of renewal activities

40 units of renewal activities

3 semester or 4 quarter credits obtained through college credits

Information about Renewal Units

(Continuing Education Units)

• An individual license holder not currently under contract or any organization not approved as a provider in Montana may request participation with an approved provider, or apply directly to the superintendent of public instruction, in advance of the beginning of a program.

Timely Information

Approval must be given <u>before</u> the program begins

(Continuing Education Units)

- Units must be approved in advance
- 1 renewal unit = 1 hour of attendance
- 10 renewal units = 1 quarter college credit
- 15 renewal units = 1 semester college credit

(Continuing Education Units)

Approved renewal unit activity must be

- a planned and structured experience;
- of benefit to the license holder's professional development; and
- an exposure to a new idea or skill or an extension of an existing idea or skill; or
- the instruction of a relevant higher ed course, based upon the academic credit of the course, by a Montana license holder who has achieved a graduate degree in an endorsed field of specialization

(Continuing Education Units)

• Workshop means a concentrated presentation of a single topic for not less than one hour.

(Continuing Education Units)

 Verification of completion of the assessment process for National Board Certification may earn 60 renewal units

(Continuing Education Units)

 Class 2 license holders may use national board renewal units in lieu of college course credits as required in ARM 10.57.215

Who is Responsible for the Certificate of Registration and Verification?

• The license holder will be solely responsible for retaining the continuing renewal unit (continuing education unit) verification to be used in the application for license renewal.

Who Can Be Providers?

- State, regional or national accredited college and university programs
- Accredited school systems
- Professional Education Organizations
- Government Agencies
 - federal, state, tribal, county, city

How To Become An Approved Provider

- Provide professional development activities which verify acceptable renewal unit activities for license renewal
- Complete, date and sign the "Application for Provider Status" located on the Web http://www.opi.state.mt.us/EdSvs/Index.html
- The superintendent of public instruction will review and determine provider status

Five Steps for Renewal Unit Providers

- 1 Determine that content meets the requirements
- 2 Determine that a non-working lunch hour is NOT included as a contact hour
- 3 Calculate renewal units (continuing education units) on the basis of contact hours
- 4 Maintain providers' records on the activity and certificates awarded
- 5 Complete and send the RENEWAL UNIT PROVIDER ANNUAL REPORT to the Office of Public Instruction

Record Keeping Responsibilities

- The approved provider must annually complete and send the RENEWAL UNIT PROVIDER ANNUAL REPORT to the Office of Public Instruction
 - the activity title and brief description
 - date(s) and location of program
 - program schedule and number of participants
 - number of certificates issued
 - number of renewal units (continuing education units)
 issued

- The approved provider will prepare and issue completed renewal unit (continuing education unit) registration forms to eligible participants.
- This form will be provided by the Office of Public Instruction and this form, or an approved facsimile, must be utilized for all renewal unit awards.

• Approved providers will apply for provider status on an annual basis.

- Providers will be responsible for maintenance of records of all professional development activities for which renewal unit (continuing education unit) awards are made for one year following the date of completion of the annual reporting requirement.
- Records will be kept locally for audit purposes.

Project Reporting Time Period July 1 through June 30

Additional Information

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